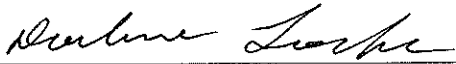
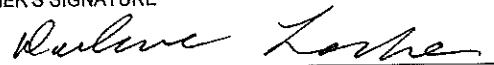


# POSITION DESCRIPTION COVER SHEET

<b>REASON FOR THIS POSITION</b>										<b>POSITION DESCRIPTION COVER SHEET</b>									
1. NEW <input checked="" type="checkbox"/>		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQPRG13				3. REPLACES PD NUMBER													
<b>RECOMMENDED</b>																			
4. TITLE <b>ASSISTANT STATE CONSERVATIONIST (PROGRAMS)</b>								5. PAY PLAN <b>GS</b>		6. SERIES <b>401/457</b>		7. GRADE <b>13</b>							
8. WORKING TITLE (Optional) <b>ASSISTANT STATE CONSERVATIONIST (PROGRAMS)</b>								9. INCUMBENT (Optional)											
<b>OFFICIAL</b>																			
10. TITLE <b>NATURAL RESOURCES MANAGER /SUPERVISORY SOIL CONSERVATIONIST</b>																			
11. PP <b>GS</b>		12. SERIES <b>401/457</b>		13. FUNC <b>51</b>		14. GRADE <b>13</b>		15. DATE Month Day Year			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No		17. CLASSIFIER						
<b>8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>																			
1st		Natural Resources Conservation Service						5th											
2nd		State Conservationist						6th											
3rd								7th											
4th								8th											
<b>SUPERVISOR'S CERTIFICATION</b>																			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.																			
19. SUPERVISOR'S SIGNATURE						20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE						23. DATE					
21. SUPERVISOR'S NAME AND TITLE						24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE													
<b>FACTOR EVALUATION SYSTEM</b>																			
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS									
1. Knowledge Required		FL 1-8		1550		6. Personal Contacts		FL 6-3											
2. Supervisory Controls		FL 2-4		450		7. Purpose of Contacts		FL 7- C		180									
3. Guidelines		FL 3-4		450		8. Physical Demands		FL 8-2		5									
4. Complexity		FL 4-5		325		9. Work Environment		FL 9-2		5									
5. Scope and Effect		FL 5-4		225		TOTAL POINTS				3190									
GRADE										GS 13									
<b>CLASSIFICATION CERTIFICATION</b>																			
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.																			
29. SIGNATURE 										30. DATE <b>03/24/2008</b>									
31. NAME AND TITLE <b>Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.</b>																			
32. REMARKS: This is an interdisciplinary position. The titles, and series identified are appropriate, depending on the qualifications of the incumbent. OPM JFS PROFESSIONAL WORK, NATURAL RESOURCES MGT & BIOLOGICAL SCIENCES, SEPT 05 OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98 Position is FLSA - Exempt.										33. OPM CERTIFICATION NUMBER									

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>															
1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4) <b>AG 16</b>	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)										
<b>B. MASTER RECORD</b>															
1. PAY PLAN (2) <b>GS</b>		2. OCC. SERIES (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (5)		5. OFFICIAL TITLE (38)							
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS STD. CD. (1) X = New Standard Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis		10. DT CLASS (6) MO DAY YEAR					
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		12. INACT/ACT (1) 1 = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGENCY USE (10)							
16. INTERDISCIPLINARY SERIES (40) (4) Per Block															
17. INTERDISCIPLINARY TITLE CODE (50) (5) Per Block															
<b>C. INDIVIDUAL POSITION</b>															
1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 0 = Excepted but not A,B,C 0 = Nonsensitive 1 = Noncritical 2 = Critical Sense		5. COMP. LEV. (4)					
6. WK. TITLE CODE (4)		7. WK. TITLE (38)													
8. ORG. STR. CODE (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC REV CODE (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or series E = New Position/New FTE							
10. TARGET GD.		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=NA 1 = PAS		17. DATE EST. MO DAY YEAR	
18. GD. BASIS. IND (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use								19. DT.REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS.ST. BUD (1) Y = Perm N = Other			
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other							
23. DATE EMP. ASGN. (6) MO DAY YEAR		24. DATE ABOL. (6) MO DAY YEAR		25. INACT/ACT(1) I = Inact. A = Act.		26. DATE INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGENCY USE (8)			
30. CLASSIFIER'S SIGNATURE 												31. DATE <b>03/24/2008</b>			
32. REMARKS This is an interdisciplinary position. The titles, and series identified are appropriate, depending on the qualifications of the incumbent															

## STANDARD POSITION DESCRIPTION

**This is an interdisciplinary position. The titles, and series identified are appropriate, depending on the qualifications of the incumbent:**

**Official Title:** Natural Resources Manager

Supervisory Soil Conservationist

**Working Title:** Assistant State Conservationist (Programs)

**Classification:** GS-401-13, GS-457-13

**Number:** NHQPRG13

**Classified By:** NHQ

**Date:** 03/24/08

**Note:** This is a standard position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team, Natural Resources Conservation Service (NRCS), in Washington D.C.

### INTRODUCTION

This position is a member of the leadership team located in the State Office. The incumbent serves as an Assistant State Conservationist (Programs) and has responsibility for the coordination, direction, and evaluation of program activities statewide. In addition, works with state staff members in making special assessments and developing planning strategies to expedite work. The incumbent serves as program manager for various assigned programs in the state and for programs of other agencies for which the NRCS has technical responsibility. The incumbent provides leadership in developing and implementing a comprehensive soil, water, and resource conservation program and provides guidance on policies, procedures and implementation strategy. The incumbent supervises technical specialist and support staff.

### MAJOR DUTIES

#### **1. Programs - (45%)**

a. Serves as the conservation program and Farm Bill state expert for direction to program managers and specialists in soil conservation, hydrology, GIS, economics, biology, and engineering and related technical disciplines. This includes providing overall leadership, making program staff work assignments, evaluating program performance, determining staffing and field training needs, providing and recommending training, and recommending and carrying out needed personnel actions to accomplish agency work.

b. Provides statewide leadership and guidance for the overall planning, development, and operation of programs and activities within areas of responsibility. Determines the need for personnel services and technical assistance and coordinates program needs with state staff, Assistant State Conservationists (FO), and others including individuals outside NRCS. Presents information and gives advice on active and proposed programs and activities, taking into consideration local interest, feasibility, development, and preparation.

c. Serves as consultant on programs within area of responsibility to Service personnel, other Federal, state, and local governments, as well as local sponsoring organizations. The incumbent

provides guidance to the Assistant State Conservationists (FO) and district conservationists in developing support and understanding of programs and activities.

d. Directs efforts for carrying out Service responsibilities for public participation in all programs. The incumbent presents technically defensible program information and technical information to the State Technical Committee, Subcommittees and decision makers and concerned agencies, groups, associations, and members of the State program services staff. Prepares activity reports and develops budget estimates for all program work. Determines need for additional technical guidance from National Office specialists or other NRCS specialists and schedules in a timely manner.

e. Provides direction for the development of program plans including the establishment of clear objectives, identifying work priority areas, and directing the gathering and analysis of data so the various phases of planning, application, and contracting will be accomplished in a suitable and timely manner.

## **2. Leadership/Management (30%)**

a. Coordinates and correlates the work of other staff leaders working on the programs with other specialists on State, Area, National staffs. Is responsible for providing assistance to the State Technical Committee, local work groups, and partners in carrying out a quality Farm Bill program and other assigned conservation programs that includes appropriate public information, education, and participation in planning and implementation efforts. Incumbent uses power of persuasion and good team leadership skills to get work done using staff of other leadership team members.

b. Manages available staff resources by preparing long and short range schedules for program activities, including preparing and monitoring budgets, organizing work, and controlling work products so that the resulting plans are products in conformance with existing laws, rules and regulations, guidelines, USDA policy and activities within areas of responsibility.

c. Conducts and directs studies and analyses of work programs to provide recommendations to promote maximum utilization of available resources to increase the quantity and quality of soil and water conservation practices and measures being applied in the state.

d. Represents the Service at conferences or meetings relating to areas of responsibility. Establishes and maintains contacts and cooperative relations with Federal and state agencies, municipal and private organizations, and individuals on problems of mutual interest.

e. Establishes and maintains good cooperative working relations with Soil and Water Conservation Districts, Resources Conservation & Ds, and other local, State, and federal agencies, groups and individuals for the purpose of planning and implementing all phases of a quality Farm Bill Program and other assigned programs.

f. Coordinates assigned responsibilities into Multiyear Plan, Plan of Operation, budget formulation and state management matrix. Monitors programs and assistance provided to assure effective and productive activities. When needed, recommends modification or adjustments of

state policy, procedures, and/or activities to achieve program objectives. Keeps up to date on current policy and technology and assures its translation into current planning and implementation efforts.

g. Represents the State Conservationist in reconciling diverse and influential interests. Establishes and maintains contacts and cooperative relations with federal, state, municipal, county, and local organizations on problems of mutual interest.

### **3. Supervision (25%)**

a. Provides supervision to staff of GS-12 Specialists. This includes providing overall leadership of program activities, making work assignments, evaluating performance, interviewing candidates and making selections, determines training needs. Hears and resolves serious employee complaints and grievances; reviews serious disciplinary cases and disciplinary problems involving key staff; gives advice, counsel, or instructions to employees on technical and administrative issues.

b. Manages available staff resources by preparing long and short range schedules for staff activities, preparing and monitoring budgets and funding requests, organizing work, and controlling work products so that the resulting plans are in conformance with existing laws, rules and regulations, guidelines, and policy.

c. Serves as Acting State Conservationist when the line of succession delegates this responsibility.

### **4. Equal Employment Opportunity and Civil Rights**

a. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances and other personnel actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age or physical or mental handicap.

b. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients.

**Performs other duties as assigned.**

**CONDITION OF EMPLOYMENT –** Must possess and maintain a valid state motor vehicle operator's

license for the type of vehicle(s) operated to perform the duties of this position. This will require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark.

**COMP LEVEL – (Designated by State)**

**NOTE:** This is an interdisciplinary position. The titles and series listed below are appropriate, depending on the qualifications of the incumbent:

Natural Resources Manager, GS-401  
Supervisory Soil Conservationist, GS-457

### **EVALUATION FACTORS**

#### **1. KNOWLEDGE REQUIRED BY THE POSITION – LEVEL 1-8 (1550 POINTS)**

- a. Mastery level knowledge and ability to provide leadership, manage human and natural resources and supervise employees in a variety of disciplines.
- b. Mastery skill in the application of soil and water conservation programs, soil and water conservation concepts, and laws required to carry out a complex and diverse conservation program for the State.
- c. Mastery level knowledge in developing long-range plans and strategies addressing National, State and local conservation priorities. Evaluating the effectiveness of conservation programs delivery is essential.
- d. Mastery level knowledge of NRCS policy and organization as well as programs which are being conducted by other related Federal and State agencies.

#### **2. SUPERVISORY CONTROLS - LEVEL 2-4 (450 POINTS)**

- a. The incumbent is under the administrative supervision of the State Conservationist. Long and short-range objectives and goals are established and the incumbent proceeds on his/her own initiative to accomplish with only occasional consultation with the supervisor on unusual or significant problems.
- b. The incumbent is required to make independent management decisions on technical programs and provide guidance to NRCS employees and other to carry out their technical responsibilities. The incumbent will make periodic evaluations to determine the technical adequacy of our assistance.

#### **3. GUIDELINES - LEVEL 3-4 (450 POINTS)**

- a. National Farm Bill technical and administrative manuals, guides, and handbooks are available. The incumbent is responsible for coordinating the formulation, establishment, and maintenance

of State technical standards, guidelines, methods, techniques and procedures necessary to govern the ecological science technical phases of NRCS natural resources activities.

b. Guidelines can be general in nature as it relates to agency policy statements and objectives. Guidelines may have gaps in specificity that require considerable interpretation and/or may require adaptation to some issues and problems.

c. Considerable judgment and resourcefulness in deviating from established methods may be necessary when dealing with specific issues or problems or when needed to modify, adapt, broader guidelines to resolve certain complex or intricate issues and/or problems.

#### **4. COMPLEXITY - LEVEL 4-5 (325 POINTS)**

a. The incumbent of this position has broad delegated authority and responsibilities within general established guidelines to establish the Farm Bill and other program direction for the state. He/she must develop standards, improve and promote technology and techniques in order to make the greatest contribution to the state Farm Bill program(s) and other assigned programs. The State program goal is to help all people who own, operate or plan the use of renewable natural resources, including soil, water and the plant and animal life they support and to progress toward the National quest for a quality of American living. Program emphasis includes activities in the Farm Bill Program, and the National Cooperative Soil Survey, Soil and Water Conservation Districts which constitute most of the agricultural area in the State. Growing urban areas and the conversion of agriculture land to non-agricultural land apply Farm Bill programs and other conservation programs with solutions to new problems in resource conservation.

b. The coordination of Conservation Programs and Farm Bill activities that impact all conservation resources and require a great deal of initiative, ingenuity and foresight by the incumbent to develop new methods and techniques. Resolutions to problems are based upon the knowledge, research and investigation of an interdisciplinary team effort for the present and anticipated future trends and requirements. The incumbent must possess a framework of knowledge and competence, which will not only facilitate communication but also provide insight as to which specialist to consult, at which point and for what reason. The review of program initiatives by other governmental agencies will involve a great deal of coordination with Local, State and Federal individuals and agencies interested in conserving our natural resources.

#### **5. SCOPE AND EFFECT - LEVEL 5-4 (225 POINTS)**

The incumbent must be able to interpret national guidelines and develop criteria for a variety of resource conservation problems and concerns related to the Farm Bill programs and other assigned conservation programs. This work affects the accomplishments of getting conservation on the land over the State. The decisions and recommendations will have a long-range effect on the administration of NRCS programs and the goals and objectives of public and private conservation organizations.

## **6. & 7. PERSONAL CONTACTS AND PURPOSE - LEVEL 6-3 AND 7-C (180)**

**a. Personal Contacts** - are with other NRCS employees, technical personnel from other Federal and State agencies, organizations, universities, Congressmen and land users. Contacts outside the agency are non-routine and generally controversial and complex in nature.

**b. Purpose of Contacts** - The purpose of these contacts is to provide direction and federal leadership to the Natural Resource Conservation program in the State. Problems often are controversial and complex. Factual exchange of information, problem solving and training will be the main purposes. Negotiation is an important factor in carrying out responsibilities. Contact may be on one-to-one basis, committee setting and large groups.

## **8. PHYSICAL DEMANDS - LEVEL 8-1 (5 POINTS)**

The work is sedentary and usually performed while the incumbent is seated at a desk. There is some walking and travel to attend meetings away from the work site.

## **9. WORK ENVIRONMENT- LEVEL 9-1 (5 POINTS)**

The work is usually performed in an office environment requiring common sense precautions typical of this setting. Some fieldwork is involved during training and evaluation of program application.

Total Points 3190 = GS 13

### **Evaluation Summary**

#### **1. References:**

- a. OPM JFS Professional Work, Natural Resources Mgt & Biological Sciences, Sept 05.
- b. OPM General Schedule Supervisory Guide, April 1998.

**3. Background:** This position has been developed to include the GS-401 and GS-457 interdisciplinary duties. The standard, OPM JFS Professional Work, Natural Resources Mgt & Biological Sciences, Sept 05, was applied to the classification of this position.

**4. Title and Series Determination:** This position perform duties concerned with Farm Bill programs, planning, coordinating, and directing the execution of programs that are subject to numerous problems and that are complex and require extensive coordination. Subject position is concerned with directing the development of the Farm Bill programs for management of the projects, natural resources, operation and management of state resources. The incumbent has the responsibility for the management and conservation that requires a thorough and comprehensive knowledge of the natural sciences and conservation management principles, methods, procedures, and techniques, and also for directing the development and implementation of programs. The occupational series for the GS-0457 or GS-401 are an appropriate series for this position. This position serves as the Supervisory Soil Conservationist or Natural Resources Manager for programs and meets the requirements for coverage under the GSSG. The

appropriate title for this position is Assistant State Conservationist (Programs).

**5. Grade Determination:** This position serves as Assistant State Conservationist (Programs) and provides program direction for the state. The grade is based on the technical work and position remains as GS-13. Based on the organization structure review, the supervisory duties do not change the grade. Below are the evaluation factors for the supervisor duties:

1. Program Scope and Effect - FL 1-3 (550 Points)
  2. Organizational Setting - FL 2-2 (250 Points)
  3. Supervisory and Managerial Authority Exercised - FL 3-2(C) (450 Points)
  4. Personal Contacts Nature - FL 4A-2 (50 Points)  
Purpose Contacts - FL 4B-2 (75 Points)
  5. Difficulty of Typical Work Directed - FL 5-7 (930 Points)
  6. Other Conditions - FL 6-5 (1225 Points)
- Total Points: 3530 (Range-3155-3600=GS-13)

**6. Final Classification:** The position meets the criterion contained in the GS-401 General Biological Science series as a GS-401 or GS-457 at the 13 level. The supervisory duties of this position were evaluated using the General Schedule Supervisory Guide (GSSG) and graded out to a GS-13 level. Final classification of this position is an Assistant State Conservationist (Programs), GS-401/457-13 serving as a state technical expert and staff supervisor over the multifaceted state conservation programs.

**7. FLSA Determination:** Subject position is exempt in accordance with 5CFR 551.204.